<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Speaker(s)</th>
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<tbody>
<tr>
<td>09:30 - 10:00</td>
<td>Registration</td>
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<tr>
<td>10:00 - 10:15</td>
<td>Welcome</td>
<td>Lucia Jiménez</td>
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<tr>
<td>10:15 - 10:30</td>
<td>Tools for the task</td>
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<tr>
<td></td>
<td>Navigating the Sharepoint</td>
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<td></td>
<td>Sharepoint and other tools for a successful inspection &amp; using technology on multi-site / hybrid inspections</td>
<td>Carla Sánchez</td>
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<tr>
<td>10:30 - 11:15</td>
<td>Inspection Process I</td>
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<tr>
<td></td>
<td>Preparing for the inspection: documents and how to make sense of them</td>
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<td></td>
<td>Pre-inspection documents and how to review them</td>
<td>Raquel Espada</td>
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<td>What can you review before the inspection</td>
<td>Meltem Kurt Yusel</td>
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<tr>
<td>11:15 - 11:45</td>
<td>Coffee Break</td>
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<tr>
<td>11:45 - 13:15</td>
<td>Inspection Process II</td>
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<tr>
<td></td>
<td>Preparing for an inspection</td>
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<td></td>
<td>Preparing for an Inspection - Logistics (Travel arrangements, Per Diem)</td>
<td>Raquel Espada</td>
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<td>Documentation, inspection plan</td>
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<td>The role of the Team Leader during the preparation of the inspection</td>
<td>Bruna Gotardo</td>
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<td>Using videos to review evidence</td>
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<td>Pre-inspection meeting and timing of it - leading team meetings 2 weeks prior to inspection (concerns, pinch points)</td>
<td>Carla Sánchez &amp; Raquel Espada</td>
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<tr>
<td>13:15 - 13:30</td>
<td>IEC Standards</td>
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<td>Focused inspections: best practice</td>
<td>Bruna Gotardo</td>
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<tr>
<td>13:30 - 14:30</td>
<td>Lunch Break</td>
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<td>14:30 - 14:45</td>
<td>ISBT128 compliant labels: labels explained</td>
<td>Bruna Gotardo</td>
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<tr>
<td>14:45 - 15:15</td>
<td>Inspection Process III</td>
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<td>Interviews and observations</td>
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<td>Finding the evidence – interviews, and observations (virtual &amp; onsite)</td>
<td>Ilknur Kozanoglu</td>
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<td>15:15 - 15:30</td>
<td>End of an (onsite/virtual) Inspection</td>
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<td>Exit interview &amp; how to get it right</td>
<td>Songul Durmaz</td>
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<td>Preparing and managing Exit interviews with the Programme Dir. and the Team</td>
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<td>15:30 - 15:45</td>
<td>Coffee Break</td>
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<td>15:45 - 16:30</td>
<td>Accreditation does not end with the inspection...</td>
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<td>Preparing and Submitting the Report - Summary Report &amp; Pulling it all together</td>
<td>Meltem Kurt Yusel</td>
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<td>Completion of Checklist - Explanation on N/A and Partially/Non-Compliance</td>
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<td>What is Applicable/Not Applicable/In Scope</td>
<td>Raquel Espada</td>
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<td>Consistency across all standards</td>
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<td>Post-inspection call to standardise report</td>
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<td>Evaluating the inspection &amp; the team</td>
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<td>JAC process</td>
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<td>Inspector Expectations</td>
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<tr>
<td>16:30 - 16:45</td>
<td>Closing remarks: evaluation and next steps</td>
<td>Lucia Jiménez</td>
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